

ADOPT-A-ROAD PROGRAM



Help keep our Township Roads litter free!

Program Overview:

- Open to groups, businesses and individuals
- Minimum of two litter pickups per year (Spring and Fall)
- Township will place Program signs with your name on the road adopted, and will provide you with the supplies needed for litter pickups.
- ***Qualified participants can attend Township Spring & Fall Cleanup days FREE OF CHARGE*** (see reverse for details)

Available Township Roads:

- * Log and Twig Road * Emery Road * Chestnut Ridge Road *
- * Johnny Bee Road * Kitty Harker Road * Spencer Road * Long Meadow Road *
- * Park Road * Myck Road * Mary Stuart Road * Doodle Hollow Road *
- * Doolan Road * Sproul Road * Nichecronk Road * Long Meadow Lane *

For more information, call Robin Jones at 570-828-2347

DELAWARE TOWNSHIP

ADOPT-A-ROAD-PROGRAM

Participants:

In order to qualify, Participants MUST:

- Commit to, two road litter pickups per year:
 - One in April
 - One in September
- All forms and reports required for Litter Pickups must be completed and submitted to the Township Secretary prior to the Litter Pick up day.

THANK YOU for your dedication to keeping Delaware Township litter free!!

DELAWARE TOWNSHIP
ADOPT-A-ROAD-PROGRAM

Green sign with
white lettering
and border.
High Intensity.
3" Lettering



Main Sign:
36" X 18"



1-Line Signs:
36" X 6"

All Group Signs:

Min 2" lettering,
Max 2 1/2"

Green sign with
White lettering
And border.
High Intensity.



1-Line Signs:
36" X 6"



2-Line Signs:
36" X 8"

DELAWARE TOWNSHIP

ADOPT-A-ROAD-PROGRAM

CUSTOM HINGED SIGNS:

These signs will be mounted below the “Group Name” signs.

Hinges located at the bottom when in closed position. A pin or clip device to be used to hold sign in closed position.

When open, sign must meet PennDOT specs for lettering size, etc. for such warning signs.

Green sign with
white lettering
and border.
High Intensity.
3" Lettering

**PLEASE KEEP
DELAWARE TOWNSHIP
LITTER FREE**

When Closed:
36" X 18"

High Intensity
Orange with
black lettering
and border.

Meeting PennDOT
specs.

**LITTER
CREW
AHEAD**

When Open:
36" X 36"

DELAWARE TOWNSHIP
ADOPT-A-ROAD-PROGRAM

PROGRAM PARTICIPATION DOCUMENTATION

APPLICANT: _____

MAILING ADDRESS: _____

CONTACT: _____ **PHONE #:** _____

EMAIL: _____

PARTICIPANTS IN GROUP: _____

FEDERAL ID/SOCIAL SECURITY #: _____

EFFECTIVE DATE: _____

ROAD ASSIGNED: _____

TERMINATION DATE: _____

DELAWARE TOWNSHIP

ADOPT-A-ROAD-PROGRAM

TERMS AND CONDITIONS

- 1) Subject to the acceptance of the terms and conditions contained herein, the DELAWARE TOWNSHIP BOARD OF SUPERVISORS (the TOWNSHIP) grants permission to the APPLICANT to adopt a Township Road, or portion thereof, as set forth in Attachment A, which is made part of this Document, for a period of at least two years beginning on the approval date indicated herein and subject to the TOWNSHIP's termination rights.
- 2) The TOWNSHIP will conduct an initial safety orientation meeting with authorized representative(s) of the APPLICANT and provide safety materials for use by the APPLICANT.
- 3) Terms of Litter Pickup:
 - a) The APPLICANT will conduct litter pickup at the Site set forth in Attachment A a minimum of two times per year, subject to TOWNSHIP approval of a written request, received at least one week prior to the date requested, by the Township Secretary.
 - b) The APPLICANT shall schedule one of the two litter pickups in April to coincide with *Keep America Beautiful Month*, and one in September. The APPLICANT shall not conduct any litter pickups on busy holidays or holiday travel weekends or preceding days such as the Wednesday before Thanksgiving, Thanksgiving Day, the Monday following Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Day, Fourth of July/ weekend (Friday-Monday), Easter weekend (Friday-Monday), Memorial Day/weekend (Friday-Monday). All activities must be conducted between one hour after sunrise and one hour before sunset.
- 4) The APPLICANT shall conduct safety orientation meetings to review, at a minimum, safety and other guideline materials supplied by the TOWNSHIP. Safety materials provided by the TOWNSHIP must be reviewed by every person who will participate in the litter pickup. No participant may be involved in the litter pickup unless he/she has attended at least one safety orientation meeting conducted by the APPLICANT and has executed a release (Attachment B). An authorized representative of the APPLICANT must present the safety information to any potential participant and shall provide the TOWNSHIP with a listing certifying the names of all individuals who received safety orientation. The APPLICANT shall also submit an amended form to the TOWNSHIP each time there will be new participants in the litter pickup. Further, the APPLICANT shall conduct an on-site safety briefing prior to each pickup.
- 5) The APPLICANT will comply with the Safety Conditions set forth in Attachment C hereto.
- 6) Prior to each scheduled pickup, the TOWNSHIP will supply the APPLICANT with adequate numbers of safety vests, trash bags, gloves, and work area signage.

DELAWARE TOWNSHIP

ADOPT-A-ROAD-PROGRAM

- 7) If the APPLICANT cannot dispose of any or all filled trash bags, the TOWNSHIP will arrange to pick up the bags. The APPLICANT must provide notification to the TOWNSHIP of all scheduled litter pickup dates at least one week prior to each scheduled pickup.
- 8) Signs:
 - a) The TOWNSHIP will, at its cost, provide, install and maintain two permanent signs noting the Program and the APPLICANT's name at the beginning of the site, one sign in each direction. The TOWNSHIP will replace the Adopt-A-Road signs as necessary due to normal wear and tear. The APPLICANT will be responsible for the replacement of the name plate sign except when made necessary due to normal wear and tear.
 - b) There shall be no business logo or commercial advertising used or displayed by the APPLICANT.
- 9) After each litter pickup, the APPLICANT shall file a report setting forth the date of the pickup, the number of people involved, the number of bags of litter picked up, and the number of hours spent for the pickup. These reports will be filled out on pre-printed forms furnished by the TOWNSHIP and the APPLICANT shall be responsible for filing said forms with the Township Secretary.
- 10) Termination.
 - a) The TOWNSHIP shall have the right to terminate this undertaking at any time by providing written notice to the APPLICANT if the APPLICANT does not comply with any of these terms and conditions; if at any time the APPLICANT's work is unsatisfactory, unsafe, or if it causes a conflict with traffic; at any time the Program is suspended or discontinued; or at any time such termination is deemed to be in the best interest of the TOWNSHIP.
 - b) After the initial two-year period, the APPLICANT shall have the right to terminate this undertaking upon sixty (60) days written notice to the TOWNSHIP.
- 11) Any notice to or communication with the TOWNSHIP by the APPLICANT shall be with the Township Secretary. Any notice to or communication with the APPLICANT shall be to the authorized signatory indicated on the Acceptance of Conditions and Terms signature page.
- 12) The APPLICANT certifies that it does not represent an elected official or candidate for public office.
- 13) The APPLICANT has been provided with TOWNSHIP criteria for eligibility to participate in the Program, and, the Acceptance of Terms and Conditions, and certifies that it meets all such criteria. These criteria are contained in Attachment D and made a part of this document.
- 14) The TOWNSHIP encourages the APPLICANT to separate and recycle appropriate materials collected during the litter pickup for disposal in the Pike County Recycling containers.

DELAWARE TOWNSHIP

ADOPT-A-ROAD-PROGRAM

ACCEPTANCE / SIGNATURE PAGE

This Document provides applicants with the terms and conditions for participating in the Delaware Township Adopt-A-Road program. Please take the time to read all of the provisions carefully. Once you have read all of the stipulations and agree to abide by them, please indicate your acceptance by providing properly authorized signatures and the current date where indicated at the bottom of this page. The completed Document should be submitted to the Township Secretary.

Once approved and executed by the Township, a copy of the Document will be provided to the Applicant and should be retained for future reference.

ACCEPTED:

Applicant: _____

Signature: _____

Title: _____ **Date:** _____

Witness: _____

Title: _____ **Date:** _____

APPROVED:

DELAWARE TOWNSHIP BOARD OF SUPERVISORS

Attested: _____

APPROVAL DATE: _____

DELAWARE TOWNSHIP

ADOPT-A-ROAD-PROGRAM

ATTACHMENT – A

ASSIGNMENT OF TOWNSHIP ROADS

<input type="checkbox"/>	Log & Twig Rd	T 314	1.30 miles
<input type="checkbox"/>	Emery Rd.	T 318	1.23 miles
<input type="checkbox"/>	Chestnut Ridge Rd.	T 323	1.09 miles
<input type="checkbox"/>	Johnny Bee Rd.	T 325	0.67 miles
<input type="checkbox"/>	Kitty Harker Rd.	T 333	0.29 miles
<input type="checkbox"/>	Spencer Rd.	T 335	2.07 miles
<input type="checkbox"/>	Long Meadow Rd.	TR362	2.13 miles
<input type="checkbox"/>	Weber Rd.	T 337	0.50 miles
<input type="checkbox"/>	Park Rd.	T 344	3.49 miles
<input type="checkbox"/>	Myck Rd.	TR346	2.01 miles
<input type="checkbox"/>	Mary Stuart Rd.	T 348	0.97 miles
<input type="checkbox"/>	Doodle Hollow Rd.	T 354	0.49 miles
<input type="checkbox"/>	Doolan Rd.	T 356	1.70 miles
<input type="checkbox"/>	Sproul Rd.	T 358	0.77 miles
<input type="checkbox"/>	Nichecronk Rd.	T 360	1.08 miles

APPLICANT: _____

DELAWARE TOWNSHIP

ADOPT-A-ROAD-PROGRAM

ATTACHMENT-B

RELEASE

I understand that participation in the Delaware Township Adopt-A-Road Program and litter pickup involves standing and walking near a Township roadway and that there are certain risks involved with each participation. I hereby release the Township of Delaware from any liability associated with the risks involved with participation in the Adopt-A-Road program. I also certify that I have reviewed the Adopt-A-Road safety materials as a prerequisite to participation in the Adopt-A-Road Program.

Signature: _____ **Date:** _____

Printed Name: _____

Group Name (Print Please): _____

- If signatory is less than 18 years of age, signature of Parent/ Guardian is also required.

Signature of Parent/Guardian: _____ **Date:** _____

ALL members of the Group that will be participating in a litter pickup MUST complete and submit a copy of this form.

DELAWARE TOWNSHIP

ADOPT-A-ROAD-PROGRAM

ATTACHMENT- C

SAFETY CRITERIA

SAFETY RECOMMENDATIONS Participants should:

- o Know Emergency procedures such as the location of the nearest emergency facility and how to quickly summon the police or ambulance.
- o Provide their own First-Aid kit to be included with other supplies during litter pickups.
- o Avoid overexertion and heat problems by drinking water and taking breaks.
- o Carpool to the litter pickup site (extra vehicles may be parked at the Township offices)
- o Wear the recommended attire: long sleeves, blue jeans or long pants, closed leather shoes or boots, and gloves.
- o Be careful of contact with poison plants, bees, wasps, hornets, fire ants and snakes. The recommended attire will usually prevent irritations from most plants.
- o Pay special attention to the handling of broken glass and potentially sharp objects. Participants must be careful not to step or kneel on broken glass.
- o Be aware of visibility problems.
- o Be prepared for any unexpected behavior of motorists.
- o Park vehicles a safe distance from the traveled roadway.
- o Attempt to walk facing on-coming traffic.
- o Do not stand or jump on guiderails, drainage pipes or concrete walls.

SAFETY REQUIREMENTS Participants Must:

- o Conduct at least one safety orientation meeting during the year.
- o Never cross over or pick up trash on the traveled pavement.
- o Upon arriving at the work site, immediately display the "Work Area Ahead" safety sign provided by the Township in advance of the pickup site.
- o Not possess or drink alcoholic beverages.
- o Use Township safety training material.
- o Provide appropriate and adequate adult supervision when youth groups are involved in litter pickups; that is, one adult per eight participants between the ages of 8 and 17.
- o Avoid peak traffic hours and extreme inclement weather conditions
- o Stay clear of all construction areas.
- o Conduct pre-pickup safety talks.
- o Avoid all horseplay or demonstrations of any nature on the right of way.
- o Wear the safety vest provided by the Township.
- o Avoid hazardous materials such as old car batteries, any unidentified questionable items and animal carcasses.
- o Be aware of all known allergies of volunteers before participation.

DELAWARE TOWNSHIP

ADOPT-A-ROAD-PROGRAM

ATTACHMENT-D

ADOPT-A-ROAD PARTICIPANT QUALIFICATIONS

1. Local community organizations, such as civic, social or school groups, will be eligible to adopt a road as will individuals eighteen (18) years of age or older, Corporations, partnerships and sole proprietorships who wish to sponsor groups may do so. However, there will be no business logo or commercial advertising used or displayed by a group or any of its participants.
2. Delaware Township will not enter into an agreement with any elected official or candidate for public office.
3. The Group will be required to adopt a road or portion thereof for at least two years from the effective date of the agreement. The agreement may be assigned to another group or business subject to prior written approval by the Township.
4. The minimum age for participation is eight (8) years of age. Groups with members between the ages of eight and seventeen must be supervised by adults eighteen years of age or older in the ratio of one adult per eight participants between the ages of eight and seventeen whenever there is a litter pickup.

DELAWARE TOWNSHIP

ADOPT-A-ROAD-PROGRAM

SIGNATURE AUTHORIZATION-UNSTRUCTURED GROUPS

The Adopt-A-Road Program Signature Authorization form is to certify to Delaware Township that the individual signing the documents has been given the signature authority to do so by his/her group. This form must be attached to the Adopt-A-Road documents.

EMPLOYEE GROUPS

I, _____, certify that I am employed by

(Name)

_____ and that I have been authorized by my fellow

(Name of Organization)

employees at _____ to execute this Adopt- A –Road

(Name of Organization)

document on their behalf.

Signature: _____ Witness Signature: _____

Date: _____ Date: _____

UNSTRUCTURED GROUPS

I, _____, certify that I am a member of

(Name)

_____ and that I have been authorized by my fellow

(Name of Organization)

employees at _____ to execute this Adopt- A –Road

(Name of Organization)

document on their behalf.

Signature: _____ Witness Signature: _____

Date: _____ Date: _____

DELAWARE TOWNSHIP

ADOPT-A-ROAD-PROGRAM

RULES FOR EXECUTION ADOPT-A-ROAD PROGRAM DOCUMENTS

1. **INDIVIDUAL:** Does NOT have a business; NOT a business entity.
Signed by Individual. Witnessed by someone familiar with his/her signature.
2. **CORPORATIONS:**
Signed by President or Vice President. Witnessed by one of the following:
Corporate Secretary/Assistant Corporate Secretary
Corporate Treasurer/Assistant Corporate Treasurer

*In the absence of such signatures, a corporate resolution or bylaws designating other authorized individuals to sign may be used.
3. **SOLE PROPRIETORSHIP:**
Signed by the Owner. (i.e. Tom Doe t/a Doe's Tool and Die.
Witnessed by any other person.
4. **GENERAL PARTNERSHIP:**
Signed by any General Partner (A Limited Partner cannot sign).
Witnessed by any other person.
5. **LIMITED PARTNERSHIP:**
Signed by any General Partner (A Limited Partner cannot sign)
Witnessed by any other person.
6. **UNINCORPORATED ASSOCIATION:**
Signed by person designated in the association's by-laws or by a resolution of the association board.
Witnessed by any other person.
7. **JOINT VENTURES:**
This involves two or more parties and may be made up of a partnership and corporation or even two corporations. Signed/witnessed by both joint ventures (four signatures total). Signatures will be dictated by the type of legal entity involved.
8. **MUNICIPALITIES:**
Signed and witnessed by individuals authorized by Resolution (enclose copy). Mayor/Chairman would sign, attested by Secretary/City Clerk.
9. **LIMITED LIABILITY PARTNERSHIP:**
This is an association that is organized under the Limited Liability Company Law of 1994. Under this Law, documents may be executed by a duly authorized member or manager. Signature authorization must be provided. Witnessed by any other signature.
10. **EMPLOYEE & UNSTRUCTURED GROUPS:**
Signed by individual indicated on Signature Authorization form (attach copy). Witnessed by any other person.

DELAWARE TOWNSHIP

ADOPT-A-ROAD-PROGRAM

Adopt-A-Road signs are approximately 36" by 18".

Personalized Name Plate attachments are of the same width and shall contain a maximum of two lines. Each line can contain approximately a maximum of 21 characters/spaces at 2.5" lettering, or 27 characters/spaces at 2.25" lettering.

PERSONALIZED NAME PLATE REQUEST

(Please type or print using block letters)

LINE #1 _____

LINE#2: _____

TOWNSHIP ROAD REQUEST

Please indicate which Township Road you would like to "Adopt".

1st Choice: _____

2nd Choice: _____

3rd Choice: _____

DELAWARE TOWNSHIP
ADOPT-A-ROAD-PROGRAM

LITTER PICKUP PARTICPANT LIST

Group Name: _____

LITTER PICKUP DATE: _____

PATICIPANT NAME (Attach signed release for each)	AGE (If under 18)
---	--------------------------

- | | |
|-----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |
| 7. _____ | _____ |
| 8. _____ | _____ |
| 9. _____ | _____ |
| 10. _____ | _____ |
| 11. _____ | _____ |
| 12. _____ | _____ |
| 13. _____ | _____ |
| 14. _____ | _____ |
| 15. _____ | _____ |

DELAWARE TOWNSHIP
ADOPT-A-ROAD-PROGRAM

LITTER PICKUP COMPLETION REPORT

ROAD NAME: _____

GROUP NAME: _____

PICKUP DATE: _____

OF PARTICIPANTS: _____

DURATION: _____ **HOURS**

BAGS COLLECTED: _____

WERE ANY ITEMS SEPERATED AND RECYCLED? Yes / No

OTHER MISCELLANEUOS ITEMS COLLECTED: (Please list)

COMMENTS:

DELAWARE TOWNSHIP
ADOPT-A-ROAD-PROGRAM

RESOLUTION NO. 2015- 06

DELAWARE TOWNSHIP
ADOPT-A-ROAD PROGRAM

WHEREAS, the Delaware Township Board of Supervisors has maintained a policy to keep our community free from litter and other unsightly debris through the support, implementation, and enforcement of various programs and ordinances; and,

WHEREAS, in its efforts to continue and encourage residents to take pride in their community has developed a program whereby residents can "adopt" a Township Road for the purpose of removing litter and debris along the roadway;

NOW, THEREFORE, BE IT RESOLVED, that the Delaware Township Board of Supervisors hereby enacts and agrees to implement the "Adopt-A-Road Program", a copy of which is attached hereto.

Adopted this, the 14th, day of January, 2015.

DELAWARE TOWNSHIP BOARD OF SUPERVISORS

Thomas Ryan

Robert Luciano

Jeffrey Scheetz

ATTESTED:

Jeffrey Scheetz Secretary

DELAWARE TOWNSHIP

ADOPT-A-ROAD-PROGRAM

Litter Pickup Checklist

Inform Township of pick-up date with at least 24 hours notice.

Obtain signed Release forms from each participant. Give each a copy of Safety Criteria form.

Complete Participation List form.

Forward Participation List and signed releases to Township.

Arrange for pickup of trash bags, gloves, and safety vests from Township. Hold Safety Orientation meeting.

Complete and submit Litter Pickup Completion Report to Township.